

Adopted at Meeting of 3/ 11/76

TABLED: FEBRUARY 12, 1976

TABLED: FEBRUARY 26, 1976

RESUBMITTED: MARCH 11, 1976

## MEMORANDUM

TO: BOSTON REDEVELOPMENT AUTHORITY

FROM: ROBERT T. KENNEY, DIRECTOR

SUBJECT: PROPERTY MANAGEMENT REORGANIZATION

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To continue and strengthen the improvements in our property management procedures that have occurred in the past years, the following personnel and procedural changes should be implemented.

By way of background, the Property Management staff has been reduced by 15 people in the past year saving approximately \$200,000 per year. Our reliance on outside contractors has been reduced saving an additional \$300,000 per year for a total annual savings of \$500,000. It is anticipated that these expenses can be further reduced over the next year with the implementation of these recommendations.

Mr. Edward Dwyer will be reclassified to the position of Director of Property Management reporting directly to me. Mr. Dwyer will assume responsibility for all property management matters including the collection of rents in conjunction with the Chief General Counsel. The Real Estate Officer will continue to establish rents and will attempt to maximize revenue to the Authority wherever reasonable. Monthly reports on rent arrears are to be submitted to the Authority.

Mr. James Landry will be transferred from the rehab staff to property management as Assistant to the Director of Property Management and will supervise the inspection of work performed by outside contractors in addition to general supervisory assignments. Mr. Ambrose Griffin will continue in property management as Assistant to the Director of Property Management.

Mr. William Mendes will be reclassified to Assistant Director of Property Management and will supervise all property management functions in the following projects: South End, South Cove, Campus High, Washington Park, Fenway, Kitteridge Square, Brunswick-King. All of these functions will be consolidated in the South End site office.

In the South End, Mr. Albert Rizzo will become Superintendent of Property Management and Mr. William Fitzpatrick will be reclassified to supervisor of Maintenance Staff.



Mr. David Shea will be reclassified to Assistant Director of Property Management and will supervise all property management functions in the Government Center, Waterfront, Charlestown, East Boston, South Station, and other downtown projects. All of these functions will be consolidated at the State Street office.

To further improve procedures, all rent collections will be supervised by the Chief General Counsel. Each office will report those accounts overdue in excess of 60 days to Mr. Speleotis for collection action. Cashiers will attempt action prior to that date. Mr. Collatos, who previously handled collection, will remain as an administrative assistant to the Executive Director. In addition to our outside collection agent of Curhan & Curhan it is proposed that the Authority engage the additional services of Attorney Frank A. Stanton, Jr. to expedite the rent collection process.

We are in the process of developing a computerized record system to keep track of the almost 500 properties owned by the Authority. This system is presently being programmed for the city's computer by our Research Department. It is anticipated that with the assistance of this management technique we will be better able to control expenses and rental income, saving substantial amounts next year.

**VOTED:** That the Boston Redevelopment Authority hereby approved and authorizes adoption of the transfers and procedures outlined in the Director's February 12, 1976 memorandum to the Authority concerning Property Management Reorganization.